

■ Guide To Career Choices

THE FUTURE IS YOURS

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services to BUILDINGS

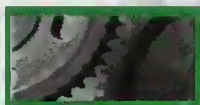
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a brief look at:

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- jobs
- education and training requirements
- wages
- outlook

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SERVICES TO BUILDINGS
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ENTRY : The mean (average) of the bottom third of wages in an occupation.
MEDIAN: Half of the workers in the occupation earn more than this wage; half earn less.
EXPERIENCED : The mean of the top two-thirds of wages in an occupation.

HS > High School diploma or equivalent
AD > Associate Degree of Arts/Science
community college, 2 years
BA/BS > Bachelor of Arts/Science degree
colleges/universities, 4 years



OUTLOOK

HOURLY WAGES

Career Opportunities	2008 EMPLOYMENT	LONG-TERM OUTLOOK	SHORT-TERM FORECAST	ENTRY	MEDIAN	EXPERIENCED	EDUCATION AND TRAINING
Administrative Services Managers	20,223	VF	F	\$12.38	\$19.94	\$27.26	AD in business or management and related work experience. If experience is substantial, HS may suffice.
Guards	58,365	VF	F	\$6.81	\$8.06	\$9.68	HS; most states require a license usually obtained by passing a background exam. Applicants must not have any felony convictions and be at least 18 years old.
Janitors & Cleaners	121,419	VF	VUF	\$5.97	\$7.86	\$10.07	HS; most skills are learned on the job.
Landscaping & Groundskeeping Laborers	59,445	VF	VF	\$6.62	\$9.13	\$13.32	HS; work experience or specific training is not necessary.
Maids & Housekeeping Cleaners	39,077	VF	F	\$5.61	\$6.98	\$8.01	Training is provided on the job by experienced staff.
General Utility Maintenance Repairers	56,072	F	VUF	\$7.37	\$12.35	\$15.88	HS; skills are generally learned on the job.
Property & Real Estate Managers	8,446	VF	VF	\$10.38	\$15.06	\$21.20	BS in business administration, finance, real estate or public administration is preferred.
Stationary Engineers	1,861	VUF	VUF	\$15.35	\$24.06	\$27.94	Formal apprenticeship program or on-the-job training provided by trade or technical schools.

• Occupational growth rates and job opening data are based on All-Industry projections through the year 2008.

• Long-Term Outlook and Short-Term Forecast descriptors are derived from projected employment growth and the level of employment for the occupation as a percentage of total employment.

• Wage data cover full-time, part-time and seasonal employees but exclude temporary and contractual workers. Wages include piece rates, commissions and cost-of-living allowances but exclude overtime and tips.

***data are not available

F Favorable
VF Very Favorable
UF Unfavorable
VUF Very Unfavorable

■ WHAT ARE SOME OF THE JOBS?

ADMINISTRATIVE SERVICES MANAGERS...often known as office managers, have a wide range of responsibilities. They plan, organize, direct, control or coordinate the supportive services department of a business, agency or organization.

BOOKKEEPING, ACCOUNTING AND AUDITING CLERKS...are an organization's financial record keepers. They record debits and credits and post balance sheets, and prepare summary financial reports from separate ledgers.

JANITORS AND CLEANERS...also called building custodians... keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk.

MAIDS AND HOUSEKEEPING CLEANERS...perform any combination of tasks to maintain private households or commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly manner. Duties include making beds, replenishing linens, cleaning rooms and halls and arranging furniture. In hotels, these positions are supervised by executive housekeepers.

PERSONNEL, TRAINING AND LABOR RELATIONS MANAGERS...plan, organize, direct, control, or coordinate the personnel, training or labor relations activities of an organization. Work may involve establishing employer/employee relations policies; administering benefits, safety and recreation programs; developing wage and salary schedules; and advising on labor contract administration.

PROPERTY AND REAL ESTATE MANAGERS...plan, organize, direct, control, or coordinate buying, selling or leasing activities of real estate properties for clients or employers. Duties may include managing rented or leased housing units, buildings or land.

■ WHAT IS THE JOB OUTLOOK?

As the number of office buildings, apartment houses, schools, factories and hospitals continues to grow, so will the number of workers who clean and maintain them. Businesses providing cleaning services on a contractual basis are expected to be one of the fastest growing employers of building service personnel—as firms try to reduce costs by hiring independent contractors.

There are few formal education and training requirements for many of these jobs and labor turnover is high. Opportunities for advancement will be best in establishments which have a large maintenance staff and which offer promotions to supervisor, area supervisor or manager. A high school diploma improves opportunities for advancement even further.

■ WHERE CAN I FIND ADDITIONAL INFORMATION?

The Occupational Outlook Handbook, 2000-01 Edition, contains many additional sources of information for over 250 occupations in all sectors of the economy. You may order the Handbook by contacting the U.S. Government Bookstore, 401 South State Street, Suite 124, Chicago, Illinois 60605-1297, 312/353-5133 or check out the online version at <http://stats.bls.gov/ocohome.htm>.

For access to other labor market and workforce information on the internet, visit the following sites:

IDES' home page: <http://www.ides.state.il.us>,

LMI Source: <http://lmi.ides.state.il.us>,

Workforce Info Center: <http://www.ILWorkInfo.com> and a site targeted towards high school students:

<http://www.workforceinfo.state.il.us>.



Career Guide Sources:

Illinois Department of Employment Security's "Occupational Projections" and "Occupational Employment Statistics Wage Data" and the U.S. Bureau of Labor Statistics' "Occupational Outlook Handbook"

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